

USER MANUAL

MALARIA NATIONAL DISEASE MANAGEMENT SYSTEM (MALNDMS)

VERSION V1.0

Designed & Developed by:

Biplob Chakma
Network and Database Management System Specialist
bipbng@gmail.com

Table of Contents

Para No	Title Name	Page No
Chapter 1: Introduction		
1.	Overview	5
2.	Basic Features	5
a.	User Information	5
b.	Tabs, Menus, and Data Display Section	6
c.	Page and Current Menu	6
d.	Label, Button, Text Box, Check Box, Date Picker, and Drop Down List	7
e.	Grid View, Filter Section, Link Button, and Paging	9
f.	Data Loading Image	10
g.	Page Loading Sign	11
h.	Message for Must Entry Fields	12
Chapter 2 – Login, Logout, and Change Password		
1.	Login to MALNDMS	14
2.	Change Password	15
3.	Logout from MALNDMS	16
Chapter 3 – Basic Information Tab		
1.	Overview	17
2.	District Menu	17
3.	Sub District Menu	19
4.	Organization	20
5.	Position Category	23
6.	Personnel Information	24
Chapter 4 – Program Data Tab		
1.	Overview	27
2.	Monthly Case Data Menu	27
Chapter 5 – Administration Tab		
1.	Overview	30
2.	Assign Privilege Menu	30

Chapter 6 – Report Tab

1.	Overview	32
2.	Case Data Reports Menu	32

How to Read this Manual

This operator manual is arranged according to functionality grouping. All the similar category functionalities are arranged in different tabs. So the manual also covers each tab in each chapter.

However, in order to have a HEAD START, the manual explains some of basic terminologies, basic features of the system. These are explained in Chapter 1 and Chapter 2.

From Chapter 3 onwards, the manual explains all the features of the system starting with 'Basic Information'.

In the last two chapters, the manual also explains about how to generate reporting and how to administer the system.

Chapter 1 - Introduction

1. Overview

Welcome to MALARIA National Disease Management System (MALNDMS). If you are reading this manual, that means you have decided to know about the system; how to enter data, how to generate report and many others.

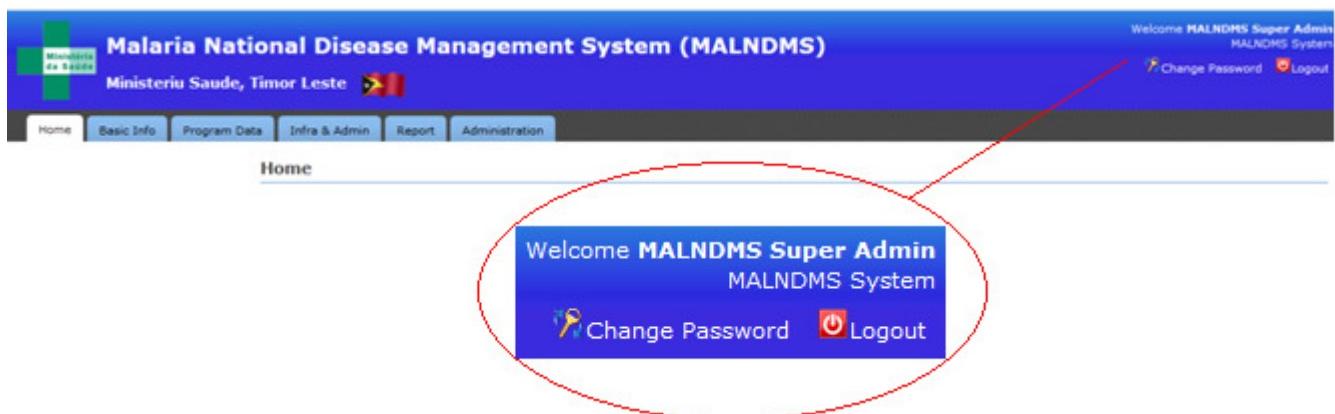
MALNDMS is a tool to capture data from MALARIA registers that includes registration information and follow up information of a MALARIA patient. The system can also generate various types of reports; such as, list of patients from MALARIA register, case finding reports, outcome reports, drug calculations etc.

So, before you begin, let's take some time to explore the MALARIA National Disease Management System (MALNDMS) tool (software/application) and learn about the basic features of navigation and transaction entry. This chapter provides an overview of the system and describes the elementary features of MALNDMS.

2. Basic Features

a. User Information

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the logged in user information at the top right corner of the system as shown below:

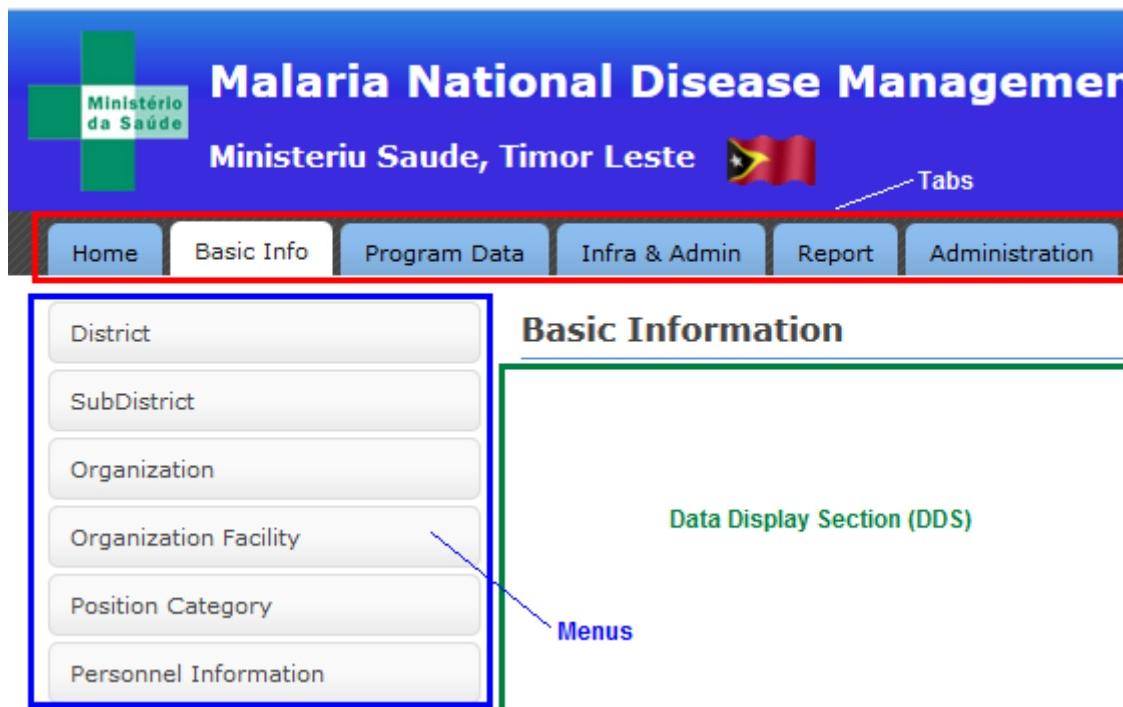


b. Tabs, Menus, and Data Display Section

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the tabs, menus, and data display section. Tabs are the collection of menus of related functionalities; whereas a Menu indicates a specific functionality under a tab. Such as, all types of reports are available under tab 'Report' and this report tab will have all the report menus; like MALARIA Patient Report, MALARIA Programmatic Report etc.

Data Display Section (DDS) is the area where system will display the data; either for viewing or for adding a new record.

All these features are shown in below image:



c. Page and Current Menu

Once you log into the system and click on a menu, then something appears on the right side of menu. This is called Page. Every menu will show a different page once it is clicked. However, in some places in the system a page may be loaded once a button is clicked. So, a Page is something where you'd view data or attempt to enter data. This is sometimes also referred to UI (User Interface).

Now, when you'd click on a menu it will load the related page. Notice a black arrow tip marked beside the menu. This indicates that the current menu is the one you've just clicked.

All these features are shown in below image:

The screenshot shows a web-based application for managing malaria data. At the top, there is a logo for 'Ministério da Saúde' and the text 'Malaria National Disease Management S'. Below this, it says 'Ministeriu Saude, Timor Leste' and features the flag of Timor-Leste. A navigation bar at the top includes links for 'Home', 'Basic Info', 'Program Data', 'Infra & Admin', 'Report', and 'Administration'. The main content area has a sidebar on the left with buttons for 'District', 'SubDistrict', 'Organization', 'Organization Facility', 'Position Category', and 'Personnel Information'. A red arrow points from the 'Organization' button to a callout box labeled 'Organization List'. Another red arrow points from the 'Organization' button to a dropdown menu labeled 'Select District'. The 'Organization List' callout contains a table with four rows of data:

	Organization Name	Is SDP
Edit	CHC Aileu Villa	Yes
Edit	CHC Ainaro Vila	Yes
Edit	CHC Alas	Yes
Edit	CHC Atabae	Yes

d. Label, Button, Text Box, Check Box, Date Picker, and Drop Down List

Below image shows labels, buttons, text boxes, check box, and drop down lists:

The screenshot shows a user interface for adding personnel information. At the top, there's a header bar with the title "Add Personnel Information" and three buttons: "Save and Close", "Save", and "Cancel". Below this is a main form area with the following fields:

- Email ID:** Text Box (highlighted in red)
- Personal ID:** Text Box
- First Name:** Text Box
- Middle Name:** Text Box
- Last Name:** Text Box
- Sex:** Drop Down List (DDL) (highlighted in red, showing "Please Select")
- Position:** Drop Down List (DDL) (highlighted in red, showing "Please Select")
- Date of Birth:** Date Picker (highlighted in red)
- Voter ID:** Text Box
- Passport No:** Text Box
- Date of Join:** Date Picker (highlighted in red)
- Date of Resign:** Text Box
- Permanent Address:** A section containing:
 - District:** Drop Down List (DDL) (highlighted in red, showing "Please Select")
 - SubDistrict:** Drop Down List (DDL) (highlighted in red, showing "Please Select")
 - Suco:** Drop Down List (DDL) (highlighted in red, showing "Please Select")
 - Address:** Text Area (highlighted in red)
- Is a System User:** Check Box (highlighted in red, labeled "Check Box")
- Enter Password:** Text Box

Buttons: Once clicked, it will do some action(s); such as, saving, editing etc.

Text Box: User can type text here.

Check Box: User can tick the box when appropriate.

Drop Down List: User can choose one value from the given list.

Date Picker: User can enter a date in this box. If you click in this box, a date calendar will appear and then you'd be able to choose a date you want. *Please note that, the format of date is US (United States) style i.e. it will show 4 March 2012 as '3/4/2012', NOT as '4/3/2012' i.e. in the format of 'month/day/year'!*

Read-Only Text Box: User cannot type anything but just can view the information shown by the system.

e. Grid View, Filter Section, Link Button, and Paging

Below image shows grid view, filter section, link buttons, and paging section:

The screenshot shows a web-based application for managing subdistricts. At the top, there's a header bar with the title "SubDistrict Information" and a "Link Button" (represented by a blue square with a white plus sign). Below the header is a "Filter Section" containing a dropdown menu labeled "Select District", an "Apply Filter" button, and a "Reset" button. To the right of the filter section is a "Link Button". The main area is titled "SubDistrict List" and contains a "Grid View (GV)" showing a table of subdistrict data. The table has columns for "District", "SubDistrict Name", "SubDistrict Code", and "Is Capital". Each row in the table includes "Edit" and "Delete" links in the first column. The data listed is as follows:

District	SubDistrict Name	SubDistrict Code	Is Capital
Aileu District	Aileu Vila	ALU	True
Ainaro District	Ainaro	ANO	True
Manufahi District	Alas	ALAS	False
Bobonaro District	Atabae	AT	False
Dili District	Atauro	ATRO	False
Ermera District	Atsabe	ASTB	False
Baucau District	Baguia	BG	False
Bobonaro District	Balibó	BL	False
Manatuto District	Barique	BRQE	False
Baucau District	Baucau CX	BCU	True

At the bottom of the grid view, there's a "Paging" section with a set of numbered buttons (1, 2, 3, 4, 5, 6, 7) and a note stating "i.e. there are 7 pages in this GV containing all sub districts".

Grid View (GV): A list where data are displayed

Link Button: Similar to normal button i.e. when clicked, an action is done such as save, edit etc.

Add a Sub District: Once clicked, it will load a page where you'd need to enter/type data and then do a save operation

Edit: Once clicked, it will open existing record and then allow you to correct any existing data of that record

Delete: Once clicked, it will delete/remove the record from system. *Care should be taken while performing this action!*

Paging: When there are many data and cannot be displayed on one page in GV, then those data are listed in multiple pages i.e. page no 2, 3, and so on

Filter Section: Normally the GV shows all the data that is available in the system. But when you'd need to see some particular data then you'd need to use this filter section. Such as, to show/see only sub districts of Dili district, you'd need to select 'Dili District' from the DDL of

the filter section and then click on 'Apply Filter' button. This will load all the sub districts of Dili only. Below image shows all the sub districts of Dili district:

SubDistrict Information		+ Add a SubDistrict		
Dili District		Apply Filter	Reset	
SubDistrict List				
	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit	Delete	Dili District	Atauro	ATRO
Edit	Delete	Dili District	Cristo Rei	CRTR
Edit	Delete	Dili District	Dom Aleixo	DMAX
Edit	Delete	Dili District	Metinaro	MTNR
Edit	Delete	Dili District	Nain Feto	NNFT
Edit	Delete	Dili District	Vera Cruz	VRCZ

This is how the filter section works! There will certainly be more than one filter in the filter section in other pages. You'd just need to choose your desired filter and then do an 'Apply Filter' to show the data from system.

The 'Reset' button in the filter section will set all the filter values to 'none' or 'default'.

f. Data Loading Image

Whenever you try to load data from system, it will show an image indicating that it is now populating (downloading) data from online database and preparing to present in the GV. The image will look like as shown below:

PID	First Name	Middle Name	Last Name
CHC Suai Vila	2013	TB No	
Select Case Type	Select TB Classification	Select Sex	Apply Filter Reset

Whenever you'd do an 'Apply Filter' button, you'd see an image shown below.

This image indicates that, system is currently populating data and preparing for presenting them for you (in the GV)

	Registration Date	TB No	PID Code	Patient Full Name	Sex	Age
Edit Delete	01/10/2013	1	TJULFLAMAU72	Juliao bernado	Male	41 yrs 1 mon
Edit Delete	01/14/2013	1	TPLAANIROI84	plasido Guterres	Male	29 yrs 1 mon
Edit Delete	01/04/2013	1	TAFOELIANT87	Afonso Moniz	Male	26 yrs 1 mon
Edit Delete	03/01/2013	01	TJOSLORJOS61	Jose Castro	Male	52 yrs 1 mon
Edit Delete	01/29/2013	1	TCARNATLUI89	Carmelita S Castro	Female	24 yrs 1 mon
Edit Delete	01/07/2013	1	TBERJOAJAN88	Bernardo Araujo	Male	25 yrs 1 mon
Edit Delete	01/03/2013	1	TJULAGUSTA09	Julia dos Santos	Female	4 yrs 1 mon
Edit Delete	01/30/2013	1	TBLAABUTIN61	Blasius Taus	Male	52 yrs 1 mon
Edit Delete	01/02/2013	1	TALMISAMAT88	almeira de jesus	Female	25 yrs 1 mon
Edit Delete	01/14/2013	1	TJOAMARTOL80	joao gonsalves	Male	33 yrs 1 mon

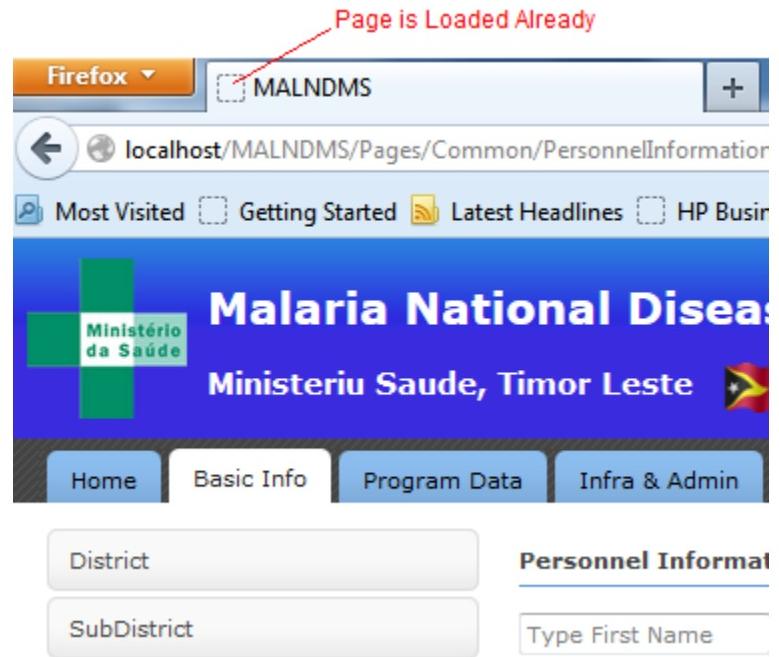
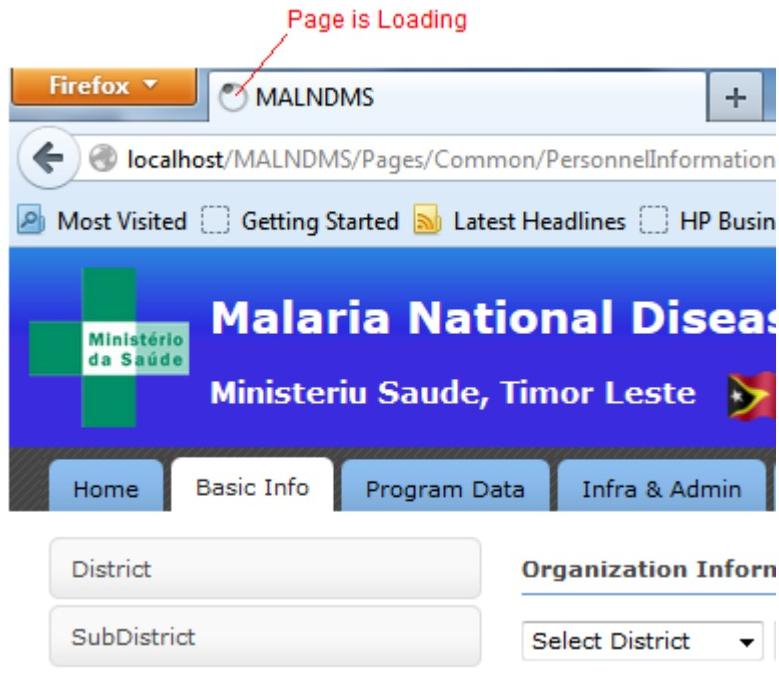
You'd see this loading image when:

- (1) You are doing an 'Apply Filter'; or
- (2) You select an item from district DDL. This is because, it will load sub district DDL according to selected district; or
- (3) You select a report option and its associated filters get activated; or
- (4) During any other situation whenever the system remains busy in getting data from online you've requested it to do

YOU SHOULD WAIT TILL THE IMAGE DISAPPEARS; BECAUSE IT IS NOT YET READY FOR YOU TO DO NEXT ACTION!

g. Page Loading Sign

The system also remains busy from the time a page is requested and till it gets loaded fully. However, this will not show any image; but instead, it will show a small rotating circle in the browser tab heading. This is shown below:



h. Message for Must Entry Fields

While you'd try to save a new record, there will be some field(s) that must be provided to get the record saved into the system. If you don't provide those must entry information, the system will give you notification message. The message will be looking like shown below:

Personnel Information

Please enter First Name.
Please select a Sex.
Please select a Position.
Please select a valid Date of Birth.
Please select a District.
Please select a SubDistrict.

Error message is for not providing must entry information

Add Personnel Information

Save and Close

Save

Cancel

Email ID

Personal ID

First Name

Middle Name

Last Name

Sex

Please Select ▾

Chapter 2 – Login, Logout, and Change Password

1. Login to MALNDMS

Please do followings to login to MALNDMS:

- (1) Open Mozilla Firefox browser (*use version 19 or later*)
- (2) Then go to this link:

<http://malarinandms.tlhealthinformationsystem.com/Login.aspx>

- (3) This will load the login page as shown below:

The screenshot shows the login interface for the MAL NDMS system. At the top, it displays "MAL NDMS" and "Version 1.0". Below this is a form with three input fields: "User ID (Email)" containing "malndmssuperuser@yahoo.com", "Password" with several masked characters, and "Type Code" with "66939". There is also a "Remember Password" checkbox and a "Login" button. At the bottom of the form is a link "Forgot Password?". Below the form, there are links for "Mobile" and "Help".

- (4) Type:

User ID (Email): login user email ID (Please note, this is NOT your personal email ID! This is the ID that is used to log into the MALNDMS)

Password: login password

Type Code: Type the digits that you can see on the screen (this is to protect your account/system from spamming)

(5) You may or may not check the 'Remember Password'; **but if you are not using your own laptop or desktop, it is suggested NOT TO CHECK this check box!**

(6) Click 'Login' button to login to MALNDMS and wait till you are logged in

(7) After a successful login, you'd see below page:



(8) If you've provided wrong information during login, then you'd see below message:

A screenshot of the MalNDMS login page showing an error message. The title of the page is "MAL NDMS Version 1.0". A red box at the top center says "Wrong User ID or Password!". Below this, there are three input fields: "User ID (Email)" containing "malndmssuperuser@yahoo.com", "Password" containing a series of asterisks, and "Type Code" containing "88549". Below the password field is a checkbox labeled "Remember Password". To the right of the checkbox is a blue "Login" button. At the bottom of the form is a link "Forgot Password?". At the very bottom of the page, there are links for "Mobile" and "Help".

In this case you try again with correct credentials to enter into the system.

2. Change Password

Please do followings to change your password:

- (1) After login, click on the 'Change Password' link button at the top right corner of the MALNDMS
- (2) This will load the change password page as shown below:

Change User Password

Change Password	Change Password	Cancel
Old Password	<input type="text"/>	
New Password	<input type="text"/>	
Confirm New Password	<input type="text"/>	

- (3) Type existing password, and then your new password two times and then click on 'Change Password' button to change your new password finally

PLEASE SAVE YOUR NEW PASSWORD IN SAFE PLACE SO THAT YOU DON'T FORGET IT OR IT IS NOT DISCLOSED TO ANYONE!

3. Logout from MALNDMS

Please do followings to logout from MALNDMS:

- (1) After login, click on the 'Logout' link button at the top right corner of the MALNDMS
- (2) This will take you out off MALNDMS and load login page again (for next login)

Chapter 3 – Basic Information Tab

1. Overview

This tab contains the functionalities for entering basic information that are required for the system. Such as, district, sub district, staff position category etc. All these functionalities are realized by some menus. These menus are:

- (1) District
- (2) Sub District
- (3) Organization
- (4) Position Category
- (5) Personnel Information

If you click on 'Basic Info' tab, you'd be able to see above menus at the left and also data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

Note that, information under this tab are usually kind of one-time setting which you'd need to enter at the beginning of starting the system. Such as, you'd probably very rarely use district menu to add a new district because in not every year you'd have a new district in your country!

2. District Menu

This menu is to set up district information. Click on 'District' menu to go to district page. You'd see all the available districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the districts. The district GV will look like:

District Information [Add a District](#)**District List**

	District Name	District Code	Is Capital
Edit	Aileu District	ALU	False
Edit	Ainaro District	ANO	False
Edit	Baucau District	BCU	False
Edit	Bobonaro District	BOB	False
Edit	Cova Lima District	CVL	False
Edit	Dili District	DIL	True
Edit	Ermera District	ERM	False
Edit	Lautém District	LTM	False
Edit	Liquiçá District	LIQ	False
Edit	Manatuto District	MTT	False

1 2

In order to add a new district, do followings:

- (1) Click on 'Add a District' link button
- (2) You'd see below page:

District Information

Add District	Save & Close	Save	Cancel
Full Name	<input type="text"/>		
Code	<input type="text"/>		
Is Capital	<input type="checkbox"/>		

- (3) Type 'Full Name', district 'Code' and then check 'Is Capital' if it is the capital of the country
- (4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to district list GV.

3. Sub District Menu

This menu is to enter sub district information. Click on 'Sub District' menu to go to sub district page. You'd see all the available sub districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sub districts. The sub district GV will look like:

SubDistrict Information				
 Add a SubDistrict				
Select District <input type="button" value="Apply Filter"/> <input type="button" value="Reset"/>				
SubDistrict List				
	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True
1 2 3 4 5 6 7				

Note in the above GV list that, it is showing all the sub districts. At this point you may do an 'Apply Filter' to view sub district of a specific district. To do this, do followings:

- (1) Select a district (say, Dili) from DDL in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all sub districts of district Dili

SubDistrict Information		+ Add a SubDistrict		
Dili District	▼	Apply Filter	Reset	
SubDistrict List				
	District	SubDistrict Name	SubDistrict Code	Is Capital
Edit	Dili District	Atauro	ATRO	False
Delete	Dili District	Cristo Rei	CRTR	False
Edit	Dili District	Dom Aleixo	DMAX	False
Delete	Dili District	Metinaro	MTNR	False
Edit	Dili District	Nain Feto	NNFT	False
Delete	Dili District	Vera Cruz	VRCZ	False

In order to add a new sub district, do followings:

- (1) Click on 'Add a Sub District' link button
- (2) You'd see below page:

SubDistrict Information

Add SubDistrict		Save & Close	Save	Cancel
District	<input type="text" value="Please Select"/>			
Full Name	<input type="text"/>			
Code	<input type="text"/>			
Is Capital	<input type="checkbox"/>			

- (3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
- (4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

4. Organization

This menu is to enter organization's information. Click on 'Organization' to go to organization page. You'd see all the available organizations in the GV list. You may see paging depending

on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

		Organization Name	Is SDP	District	SubDistrict	Address	Contact Person Name
Edit	Delete	CHC Aileu Villa	Yes	Aileu District	Aileu Vila	Please type	Please type
Edit	Delete	CHC Ainaro Vila	Yes	Ainaro District	Ainaro	Please type	Please type
Edit	Delete	CHC Alas	Yes	Manufahi District	Alas	Please type	Please type
Edit	Delete	CHC Atabae	Yes	Bobonaro District	Atabae	Please type	Please type
Edit	Delete	CHC Atauro	Yes	Dili District	Atauro	Please type	Please type
Edit	Delete	CHC Atsabe	Yes	Ermerra District	Atsabe	Please type	Please type
Edit	Delete	CHC Baguia	Yes	Baucau District	Baguia	Please type	Please type
Edit	Delete	CHC Bairo Pite	Yes	Dili District	Vera Cruz	Please type	Please type
Edit	Delete	CHC Balibo	Yes	Bobonaro District	Balibó	Please type	Please type
Edit	Delete	CHC Baqui	Yes	Oecusse District	Pante Macassar	Please type	Please type

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

At this point you may do an 'Apply Filter' to view organizations as per district, sub district, and service type. To do this, do followings:

- (1) Select a district (say, Dili) and a sub district (say, Dom Aleixo) from DDLs in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all organizations under district Dili and sub district Dom Aleixo

		Organization Name	Is SDP	District	SubDistrict	Address	Contact Person Name
Edit	Delete	CHC Comoro	Yes	Dili District	Dom Aleixo	Please type	Please type
Edit	Delete	Fatumeta Maternity	Yes	Dili District	Dom Aleixo	Please type	Please type
Edit	Delete	FTH DIC Dili	Yes	Dili District	Dom Aleixo	Palapasu	Please type
Edit	Delete	National Hospital Dili	Yes	Dili District	Dom Aleixo	Please type	Please type

In order to add a new organization, do followings:

- (1) Click on 'Add an Organization' link button
- (2) You'd see below page:

Organization Information

Add Organization	Save & Close	Save	Cancel
Organization Name	<input type="text"/>		
District	<input type="text" value="Please Select"/>		
SubDistrict	<input type="text"/>		
Suco	<input type="text"/>		
Address	<input type="text"/>		
Contact person Name	<input type="text"/>		
Designation	<input type="text" value="Please Select"/>		
Contact Number	<input type="text"/>		
Is an SDP	<input type="checkbox"/>		
Organization Type	<input type="text" value="Please Select"/>		
Service Provided	<input type="checkbox"/> General Medical Services <input type="checkbox"/> Malaria SDP <input type="checkbox"/> Human Rights Service <input type="checkbox"/> VCCT Services <input type="checkbox"/> Laboratory Services <input type="checkbox"/> HIV+ve Care & Support Community <input type="checkbox"/> TB SDP <input type="checkbox"/> ART SDP <input type="checkbox"/> Individual Counseling <input type="checkbox"/> STI SDP <input type="checkbox"/> Psychological Service <input type="checkbox"/> Social Care Services <input type="checkbox"/> PMTCT SDP <input type="checkbox"/> PLHIV Community <input type="checkbox"/> Legal Services <input type="checkbox"/> ANC SDP		
Service Delivery Start	<input type="text"/> (Hour:Minute)		
Service Delivery End	<input type="text"/> (Hour:Minute)		
Service Charge	<input type="text"/>		
Transportation Details	<input type="text"/>		

(3) Type or select below information:

Organization Name*: Name of the organization.

District*: The district where you want to add this organization.

Sub District*: The sub district where you want to add this organization.

Suco: The suco where you want to add this organization.

Address: Address of the organization.

Contact Person Name: Name of contact person.

Designation: Designation of the contact person.

Contact Number: Contact number of the organization.

Is an SDP: Specify whether the new organization is a service delivery point.

Organization Type: This will only be enabled if you've checked 'Is an SDP'. This is to specify the type of service delivery point for this organization; such as, CHC or HNGV etc.

Service Provided: The services that the organization will provide; such as, MALARIA, PMTCT, ANC, VCCT etc. *If you don't choose appropriate service types, you would not see the desired organization in the organization DDL. Such as, if you don't select 'MALARIA SDP' then that organization will NOT APPEAR in the Organization Facility page GV.*

Service Delivery Start: At what time the organization starts its service.

Service Delivery End: At what time the organization ends its service.

Service Change: Amount (in US\$) that is charged for each service.

Transportation Details: How to reach the organization.

Important!

Field with * marking is a mandatory field that must be provided to save an organization. If you don't provide that information, system will not save the organization and will show error message in red text.

- (4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

5. Position Category

This menu is to set up staffs' position category information. Click on 'Position Category' menu to go to staffs' position category page. You'd see all the available staffs' positions in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

Position Category Information			
+ Add a Position Category			
<input type="button" value="Select Category Level"/> <input type="button" value="Apply Filter"/> <input type="button" value="Reset"/>			
Position Category List			
	Position Category Name	Short Name	Category Level
Edit Delete	CHC Responsible	CHCR	Level-4
Edit Delete	Data Entry	DE	Level-5
Edit Delete	District TB Administrator	DTA	Level-3
Edit Delete	District TB Coordinator	DTC	Level-4
Edit Delete	M&E Officer	M&E	Level-5
Edit Delete	Senior Laboratorian	SLAB	Level-4
Edit Delete	TB Regional Supervisor	TBRS	Level-6

In order to add a new position category, do followings:

- (1) Click on 'Add a Position Category' link button
- (2) You'd see below page:

Position Category Information

Add Position Category	Save & Close	Save	Cancel
Category Name			
Short Name			
Category Level	Please Select		

- (3) Type Category Name, Short Name, and Category Level
- (4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

6. Personnel Information

This menu is to enter personnel information such as staffs and system user information. Click on 'Personnel Information' to go to personnel information page. You'd see all the available personnel in the GV list with their detail information. The GV will look like shown below:

Personnel Information [+ Add a Personnel Information](#)

Type First Name	Type Middle Name	Type Last Name	Select Position Category	Apply Filter	Reset	
Personnel List						
	Personnel Full Name	Position	Sex	PID	Joining Date	
Edit	Delete	Oscar Abel da Costa	District TB Coordinator	Male	100	January 01, 2007
Edit	Delete	Ambrozio S Trindade	TB Regional Supervisor	Male	102	January 01, 2010
Edit	Delete	Laurindo da Silva	TB Regional Supervisor	Male	111	January 01, 2010
Edit	Delete	Domingos Pereira	TB Regional Supervisor	Male	112	January 01, 2010
Edit	Delete	Antonio da Cruz D Santos	TB Regional Supervisor	Male	113	January 01, 2010
Edit	Delete	Sonio da Costa	Data Entry	Male	114	January 01, 2010
Edit	Delete	Sabino Viegas Cunha	M&E Officer	Male	115	January 01, 2010
Edit	Delete	Agostinho dos Santos	District TB Coordinator	Male	116	January 01, 2010
Edit	Delete	Virgilio Boavida	District TB Coordinator	Male	117	January 01, 2010
Edit	Delete	Filomeno Suro	District TB Coordinator	Male	118	January 01, 2010
1 2 3						

At this point you may do an 'Apply Filter' to view specific organizations. To do this, do followings:

- (1) Select a position category (say, District MALARIA Administrator) from DDLs in the filter section
- (2) Then click on 'Apply Filter'
- (3) Notice that, the GV is now filled with all staffs with position District MALARIA Administrator

Personnel Information [Add a Personnel Information](#)

Type First Name	Type Middle Name	Type Last Name	District TB Admininistrator	Apply Filter	Reset
Personnel List					
	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Mateus de Jesus	District TB Admininistrator	Male	131	January 01, 2010
Edit Delete	Renato da Cruz E Silva	District TB Admininistrator	Male	132	January 01, 2010
Edit Delete	Josue Celestino da Costa Ximenes	District TB Admininistrator	Male	133	January 01, 2010
Edit Delete	Jaime F P da Conceicao	District TB Admininistrator	Male	134	January 01, 2010
Edit Delete	Roberto Gomes	District TB Admininistrator	Male	135	January 01, 2010
Edit Delete	Jacinto dos Reis	District TB Admininistrator	Male	136	January 01, 2010

In order to add new personnel information, do followings:

- (1) Click on 'Add a Personnel Information' link button
- (2) You'd see below page:

Personnel Information

Add Personnel Information		Save and Close	Save	Cancel
Email ID	<input type="text"/>	Personal ID	<input type="text"/>	
First Name	<input type="text"/>	Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	Sex	<input type="text"/>	
Position	<input type="text"/> Please Select	Date of Birth	<input type="text"/>	
Voter ID	<input type="text"/>	Passport No	<input type="text"/>	
Date of Join	<input type="text"/>	Date of Resign	<input type="text"/>	
<i>Permanent Address:</i>				
District	<input type="text"/> Please Select	SubDistrict	<input type="text"/>	
Suco	<input type="text"/>			
Address	<input type="text"/>			
Is a System User	<input type="checkbox"/>	Enter Password	<input type="text"/>	

(3) Type or select below information:

Email ID*: This is the ID for logging into the system. This is a must entry when you'd define a person as a system user. But if you are not defining the person as a system user, then you can keep this field blank.

Personnel ID: This is the ID given to each individual staff by admin department (if any).

First Name*: First name of the person.

Middle Name: Middle name of the person.

Last Name: Last name of the person.

Sex*: Sex of the person.

Position*: Position of the person.

Date of Birth*: Date of birth of the person.

Voter ID: Voter ID of the person.

Passport No: Passport no of the person.

Date of Join: Date of joining to the office.

Date of Resign: Date of resigning from the office.

District*: Permanent district of the person.

Sub District*: Permanent sub district of the person.

Suco: Permanent suco of the person.

Address: Permanent address of the person.

Is a System User: Check this field if you want to define the person as system user. If you choose to do so, then you must provide Email ID (explained above) and a Password*.

Important!

Field with * marking is a mandatory field that must be provided to save a person/staff. If you don't provide that information, system will not save the person/staff and will show error message in red text.

(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to personnel list GV.

Chapter 4 – Program Data Tab

1. Overview

This tab contains the functionalities for entering program data; such as, malaria monthly case data. All these functionalities are realized by menu mentioned below:

(1) Monthly Case Data

If you click on 'Program Data' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no black arrow tip.

This is the main section of the system that will be used by most users and most of the time.

2. Monthly Case Data Menu

This menu is to enter malaria monthly case data. Click on 'Monthly Case Data' menu to go to monthly case data reports list page. At this point, you'd not see anything but just a blank GV and the filter section. Monthly case reports will not get loaded while loading this page. To see some particular reports do followings:

- (1) Select a month from DDL (say, September), and a year (say, 2012) and then click on 'Apply Filter' button.
- (2) This will list all the malaria monthly case reports from all reporting units.
- (3) The page will look like as shown below:

Monthly Case Report [**+ Add a Monthly Case Report**](#)

All Organizations September 2012 **Apply Filter** **Reset**

Monthly Case Report List

		Reported Year	Reported Month	Reporting Unit
Edit	Delete	2012	September	CHC Remexio
Edit	Delete	2012	September	CHC Aileu Villa
Edit	Delete	2012	September	CHC Laulara
Edit	Delete	2012	September	CHC Lequidoe
Edit	Delete	2012	September	CHC Ainaro Vila
Edit	Delete	2012	September	CHC Hato-Udo
Edit	Delete	2012	September	CHC Maubisse
Edit	Delete	2012	September	CHC Turiscain
Edit	Delete	2012	September	CHC Fatuberliu
Edit	Delete	2012	September	CHC Alas
Edit	Delete	2012	September	CHC Suai Vila
Edit	Delete	2012	September	CHC Tilomar
Edit	Delete	2012	September	CHC Fatumean
Edit	Delete	2012	September	CHC Zumalai

(4) Please note that, you can do further filtering to see more specific report. Such as, if you want to see all the reports from CHC Alas, then select CHC Alas also from DDL and then click on 'Apply Filter' button again

(5) The GV will now show below list:

Monthly Case Report[**+ Add a Monthly Case Report**](#)

CHC Alas September 2012 **Apply Filter** **Reset**

Monthly Case Report List

	Reported Year	Reported Month	Reporting Unit
Edit	Delete	2012	September
			CHC Alas

In order to add a new malaria monthly case report, do followings:

- (1) Click on 'Add a Monthly Case Report' link button
- (2) You'd see below page:

Monthly Case Report

Add Monthly Case Reports												Save & Close	Save	Cancel		
Reporting Period	Please Select a Month		Please Select a Year													
Reporting Date																
Reporting Unit	Please Select a Unit															
Malaria Case Data Indicators	Outpatients												Pregnant Females			
	Age < 1		Age 1 To <5		Age 5 To <14		Age >= 14		Total			Case	Dead			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total					
Total Consultations	0	0	0	0	0	0	0	0	0	0	0	0				
Malaria Suspect	0	0	0	0	0	0	0	0	0	0	0	0				
P. Falciparum	0	0	0	0	0	0	0	0	0	0	0	0				
P. Vivax	0	0	0	0	0	0	0	0	0	0	0	0				
Mixed (Pf+Pv)	0	0	0	0	0	0	0	0	0	0	0	0				
Total Positive	0	0	0	0	0	0	0	0	0	0	0	0				
Total Malaria Case	0	0	0	0	0	0	0	0	0	0	0	0				
Total Inpatients	0	0	0	0	0	0	0	0	0	0	0	0				
Severe Malaria Patients	0	0	0	0	0	0	0	0	0	0	0	0				
Total Deaths	0	0	0	0	0	0	0	0	0	0	0	0				
Total Deaths due to Malaria	0	0	0	0	0	0	0	0	0	0	0	0				
Total Person Received Parasitologia Test	0	0	0	0	0	0	0	0	0	0	0	0				
Slides Used	0	0	0	0	0	0	0	0	0	0	0	0				
RDTs Used	0	0	0	0	0	0	0	0	0	0	0	0				
Total Malaria Case Received Treatment According to National Guideline	0	0	0	0	0	0	0	0	0	0	0	0				

Notice that, you cannot click on grey color boxes because those are auto calculated by system.

(3) Type or select below information:

Reporting Period*: Reporting month and year.

Reporting Date*: Date of report.

Reporting Unit*: Name of unit sent report.

Case Values: Values from monthly malaria case finding report.

Important!

Field with * marking is a mandatory field that must be provided to save a MALARIA patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(3) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new malaria case report information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

Chapter 5 – Administration Tab

1. Overview

This tab contains the functionalities for assigning privilege to users. An user (may be normal user or super user) can assign privileges to other users if he/she has the permission to do that task.

2. Assign Privilege Menu

When a person logs into the system, he/she will see a menu called 'Assign Privilege'. The page will look like below:

Assign Privilege Information

Select Position Category ▼

Assign Privilege List					
Please check to checked all columns					
	<input type="checkbox"/> Check All				
Page Title	Can View	Can Add	Can Edit	Can Delete	Is Active
District	<input type="checkbox"/>				
SubDistrict	<input type="checkbox"/>				
Organization	<input type="checkbox"/>				
Organization Facility	<input type="checkbox"/>				
Position Category	<input type="checkbox"/>				
Personnel Information	<input type="checkbox"/>				
Monthly Case Data	<input type="checkbox"/>				
Upload Data from Excel	<input type="checkbox"/>				
Case Data Reports	<input type="checkbox"/>				
Assign Privilege	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Please note that, if a user cannot see this menu/page, then he/she is not given permission to do this task!

In this image, the list shows all the menu names that are available in the system. Super user or the person giving privilege will only need to choose the appropriate menu from list. Also notice that, for each menu there are columns for assigning rights/permissions to user; such as:

Can View – user will be able to see the data only; cannot do anything else!

Can Add – user will be able to view and as well as add new record

Can Edit – user will be able to edit an existing record

Can Delete – user will be able to delete an existing record

Is Active – user will be able to see the menu after logging into the system

To assign privilege to a user, do followings:

- (1) Select a Position Category from DDL. This will fill the staff DDL next to it.
- (2) Then select a user for whom you'd like to assign privilege.
- (3) Now choose the appropriate rights/permissions for the pages you have planned to assign to that user.
- (4) After you complete assigning rights/privileges to a user, click on Save button to save the changes.
- (5) If you don't want to save and quit from assigning privileges, click on Cancel button.

Chapter 6 – Report Tab

1. Overview

This tab contains the menu to generate various types of malaria programmatic reports. Data that were entered in other tabs can be taken as output from this tab. The tab has below menu:

- (1) Case Data Reports

2. Case Data Reports Menu

This menu is to generate various reports from malaria monthly case reports; such as, list of a monthly summary of all case reports and various others reports.

Click on 'Case Data Reports' menu to go to the reports page. The page will look like shown below:

The screenshot shows a web-based application for generating case data reports. At the top left, there is a 'Case Data Reports' button. Below it, the main content area is divided into two sections: 'Case Data Reports Options' on the left and 'Filter for Case Data Reports' on the right.

Case Data Reports Options:

- All Indicators:
 - Indicator and age group wise data distribution
 - District and age group wise data distribution
 - Month and age group wise data distribution
- Particular Indicator:
 - District and age group wise data distribution
 - Month and age group wise data distribution
 - Month to month yearly distribution (graph)
- Total Consultations

Filter for Case Data Reports:

- Monthly Please Select a Year
- Quarterly Please Select a Year
- Yearly
- Multiple Yearly to
- Unit
- District
- Sub District

At the bottom of the page are two buttons: Print to PDF and Export to Excel.

On the left section of this page, there are total 3 report options for generating data for all indicators, which are:

- (1) Indicator and age group wise data distribution
- (2) District and age group wise data distribution
- (3) Month and age group wise data distribution

Also, there are 3 more report options for generating data on a particular indicator; which are:

- (1) District and age group wise data distribution
- (2) Month and age group wise data distribution
- (3) Month to month yearly distribution (graph)

On the right section of the page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

END OF THE USER MANUAL